Job Title: Right-of-Way Worker III

Department: Parks and Recreation

Immediate

Supervisor: Parks Supervisor

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	807
FLSA Status	Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Provides oversight and maintenance of the City's right-of-ways and medians. Leads a crew of prison inmates. Provides training, daily counts and evaluations for the inmates. Keeps in close distance to inmates at all times and is responsible for conducting frequent checks with the prison on the where abouts of work being performed. Communicates with City and prison staff through written and oral communications.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Maintains responsibilities by leading work crews, developing performance indicators, writing reports and developing budget information. Directs and evaluates daily work activities of inmates. Coordinates weekly work schedule of areas to be maintained. Provides technical expertise, conducts and coordinates staff training. Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures. Oversees the Perryville Inmate Program by providing training to both inmates and City staff, understanding ADOC policies and procedures, providing information reports and weekly evaluations, maintaining time sheets and hour logs for inmates' payroll and having knowledge of ADOC radio procedures and emergency radio codes.
2	M	Inspects project sites by traveling to various sites including rights-of-ways and checking progress.
3	L	Performs other duties by typing memorandum, letters, and reports; reviewing blue prints for right-of-ways and landscape plans, and attending various meetings. Provides input for annual budget; and requisitions materials, supplies, and equipment needed for the maintenance of assigned park facilities. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service Estimates and manages material and labor cost for special projects
4	M	Performs a variety of maintenance on the irrigation systems. Applies herbicides, fungicides and maintains pesticide records. Completes the assessment of safety wear and repairs and maintains accurate safety inspection records.

	Physical Strength Code	ESSENTIAL FUNCTIONS
5	S	Performs office duties by scheduling and attending meetings, generating reports, participating in training, and assisting with budget preparation. Takes lead in developing JHA's standard operating procedures for the division. Maintains the
		division safety strategic plan by upholding the standards for maintenance.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/	Work requires knowledge of a specific vocational, administrative, or
Knowledge	technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Driver's License, Arizona Structural Pesticide License in Right of Ways or Turf & Ornamentals and must posses one or more of the following certifications (or equivalent):
	Certified Backflow Inspector National Plansactor
Reading	 National Playground Inspector Work requires the ability to read traffic reports, contracts, specifications, blueprints, budget information, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as general algebra.
Writing	Work requires the ability to write reports, project updates, performance appraisals, letters, and general correspondence.
Managerial	Semi-Complex - Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Policy/Decision Making	Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts may be reviewed prior to being finalized
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities.
Interpersonal/Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

			_	1	1
Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O □ F ⊠ C	□ Making presentations □ Observing work site □ Observing work duties □ Communicating with □ Co-workers	Pushing/ Pulling	□ N ⊠ R □ O □ F □ C	☐ File drawers ☑ Equipment ☑ Tables and chairs ☑ Hoses
Fine Dexterity	□ N ⊠ R □ O □ F □ C	□ Computer keyboard □ Telephone keypad □ Calculator □ Calibrating equipment	Climbing	□ N □ R □ O ⊠ F □ C	⊠ Stairs □ Ladders □ Step stools ☑ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☐ To other departments/offices ☐ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	⊠ Supplies □ Equipment □ Files	Foot Controls	□ N □ R □ O □ F ⊠ C	☑ Driving☐ Operating heavyequipment☐ Operating Dictaphone
Carrying	□ N □ R ⊠ O □ F □ C	⊠ Supplies □ Equipment □ Files	Balancing	□ N ⊠ R □ O □ F □ C	☑ On ladders☐ On equipment☑ On step stools
Sitting	□ N □ R ⊠ O □ F □ C	☐ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N ⊠ R □ O □ F □ C	☑ For supplies ☐ For files	Crouching	□ N □ R ⋈ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N ⊠ R □ O □ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F ☑ C	☒ Communicating via telephone/radio, to co-workers/public☒ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☐ From computer to telephone ☐ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☑ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	d)								
Machines, Tools, Equipment	and Work	Aids:							
Mowers, weed eaters, blowers, chainsaw			, tracto	or, cell pho	one, vehicle,	dump t	ruck and chip	per, po	wer washer,
paint sprayer, air gun, wrenches, handsa	-	_				•			
Computer Equipment and S	oftware:								
Microsoft Word, Excel, Lotus Notes									
Environmental Factors:									
Environmental Condition	ns	Never	Sea	sonally	Several T	imes	Several Ti	mes	Daily
					Per Moi	nth	Per Wee	k	
Extreme temperature (heat, cold, extreme temp. changes from the cold).	om outside			X					п
work)	om outside]		1
Wetness and/or humidity				\boxtimes					
(bodily discomfort from moisture) Respiratory hazards									
(fumes, gases, chemicals, dust and di	rt)						\boxtimes		
Noise and vibration (sufficient to cause hearing loss)							X		
Physical hazards		_							
(high voltage, dangerous machinery, prisoners, patients – <u>not customers</u>)	aggressive	X							
prisoners, patients – <u>not customers</u>)			ı						
Health and Safety Condition									
Health and Safety Conditions	N = Never Never	R = Rarel Less than	•		casionally more of		Frequently 1/3 to 2/3		Constantly or more of
	occurs	hour per w			e time	-	the time		the time
Mechanical hazards		×							
Chemical hazards		X							
Electrical hazards	X								
Fire hazards	X								
Explosives	X								
Communicable diseases	X								
Physical danger or abuse	X								
Other (specify)									
Drimany Warls I agations									
Primary Work Location: ☐ Office Environment									
☐ Warehouse									
☐ Shop									
☐ Vehicle									
☐ Recreation Centers/Neighborhood	d Centers								
⊠ Outdoors									
☐ Other (Specify)									
Protective Equipment Requi	red.								
Trotective Equipment Requi	ıcu.								

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Hard hat, ear plugs, chaps, glasses, gloves, steel toe boots, safety vests, pants, long shirts.

Job Demands

Overall Strength Demands:

Overall Strength Demands				
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.			
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations		×		
Frequent Change of Tasks			\boxtimes	
Irregular Schedule/Overtime			\boxtimes	
Performing Multiple Tasks Simultaneously			\boxtimes	
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work			×	
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.